

Read this page in its entirety before registration - it will answer most of your questions. I promise.

Class Registration:

- 1.) Read through the whole Handbook, Parents with Teens read through the Teen Code of Conduct
 - 2.) Sign in to your account on the website. Look at your profile, and **make sure everything is correct.**
 - 3.) Click on **"Class Registration"** on the left-hand side of the screen, under "Public Pages".
 - 4.) Click on the yellow **REQUIRED *ADD STUDENTS - TUITION FEE \$100 Pre-School - 12th class.** Add **EVERY REGULARLY attending** members of your family, infants, school age kids, and adults. Your registration time will be under the Class Fee: \$100.00
 - 5.) The grid is sorted by hour and age group. Click on the class you want for your child. Read through the **WHOLE class description, making sure to pay attention to costs, homework expectations and classroom requirements** for you and your child(ren). Check the box next to the name of the child you're signing up for the class. Then click on the **Register** button.
 - 6.) Once you have chosen all the classes for all your children, **look at your class registration summary** at the top of the page. If everything looks good, sign out of your account. Many classes will NOT have Waiting Lists this year.
- **If children are on waiting lists, go back to the registration grid and choose a second class for each of those children****
- 7.) If you have any questions, email **Noelle Quick**. She's happy to help!
 - 8.) Once you've read this entire sheet, email Noelle (regwbtl@gmail.com) with the answers to these questions (not all of which can be found in this document!):

- a) What "class" do you sign up **EVERY regularly attending** family members?
- b) Who do you contact if you wish your child to attend a class outside of our preset guidelines?
- c) If a conflict arises, whether about a student or parent, what should be the offended parties first step?

Registration prioritization:

Classes – Board members and Officers register first. Teachers register second. Members register third. Then New Members. Due to limited class space and a large number of families, we prioritize preschool and kindergarten registrations to those children who have school-age siblings.

After registration is closed, we will see what we can do to get kids who are waitlisted into their first choice classes. **This will not be able to happen for everyone.** Registration is on a first-come, first-served basis. We are not a school, and are not looking to replicate the school experience.

TEACHERS – do not tell parents whose kids are waitlisted that they can take your class anyway. You don't see the full picture. If you want to accept more students, talk to Karen duBarry or your Grade Level Chair, to see if it's possible.

Once invoices are finalized, please pay your bill. Invoices are finalized within **one week** of registration closing. Your discounts will have been applied. The discounts that we give are: children under the age of 2; teachers; the Board; an Officer; more than 3 kids being paid for. You can pay your bill by going to Class Registration again, and clicking on "View My Class Registration Summary" at the top of the page. This will take you to the complete list of classes for your family, and will have a PayPal link at the bottom. You do not have to have a PayPal account to use it. If you do not want to pay via PayPal, you can contact **Daneale Williams treasurer@wbtlcoop.org** about where to mail checks. Please pay as early as you can – this allows us to be sure how many class materials each teacher can buy. We do request that all families pay their bills in full before the first day of co-op.

PLEASE NOTE: A lot of emails will be sent out once registration opens. **We need responses as soon as possible.** If you do not respond, we may end up making decisions for you. Those decisions might be able to be changed later, but they might not. It is vital that you stay in touch with us through this time, so we get you signed up for as many things you want as possible. If you are going to be out of town or unable to check your email regularly, let Noelle Quick know **NOW** (regwbtl@gmail.com). She will get as much information from you as she can, to be better able to get you signed up for things.